

GUIDE: Finding and purchasing documents from the online public access system

updated: 3/13/2015

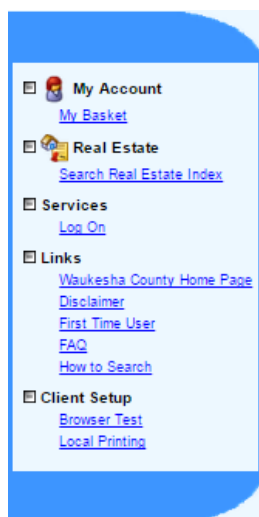
IMPORTANT: Please make sure that you are using Internet Explorer 8.0 or newer and have the latest version of Java installed before going to the Land Records Public Access website. The site may not work correctly without these requirements met. You can install the latest version of Java by following this link: <https://www.java.com/en/download/manual.jsp> clicking on "client setup" will let you know if you have all of the requirements met.

First, you will need to navigate to the Land Records Public Access website. To do this, go to www.WaukeshaCounty.gov. Then select "Register of Deeds" under elected officials. Then click on the second link under "More Information" which is "Public Access Document Search". (You may also click and/or bookmark this link for easier access: <https://landrecordspublicaccess.waukeshacounty.gov>)

You will be taken to the welcome screen. To continue, please read and accept the terms and conditions for use of the website.



Once inside, you'll see that you now have a navigation menu on the left side of the screen. To begin a search, click on "Search Real Estate Index".

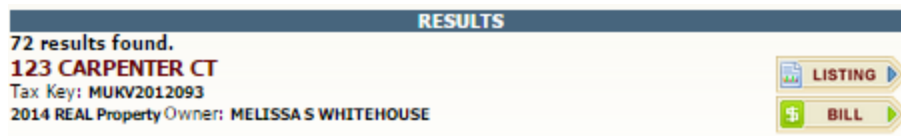


You are now at the document search page. To locate a document you will need to find the legal description of the property. A condensed version of this can be found by visiting our Tax Listing website at <http://tax.waukeshacounty.gov>. Input the address you would like to find documents for and click "search".

Enter Tax Key, Address or Name here:

SEARCH

You'll then see a results page. Click on the "listing" arrow to go to that address' taxlisting page.



Here you will be able to find the condensed legal description of the property. For this address, it is:

LOT 93 MUKWONAGO ESTATES PT SE1/4 SEC 35 T5N R18E DOC# 3838555

The information you'll need to take from this and input into the document search is the subdivision, lot, and/or block. In this case the subdivision name is "*Mukwonago Estates*" and it is lot number "93". Input this information in the field below on the document search page and then click "*Search*". For properties without a subdivision lot/block, the metes and bounds description will be used and placed into the "*Unplatted Description*" field instead. For this property it would be "*SE1/4 Section 35 Township 5 Range 18*". Note: if the legal is a certified survey map ie lot 1 csm 1010, then you would search under the map description with a map name of "*1010*" and a lot number of "*1*".

Platted Description
Subdivision: MUKWONAGO ESTATES
Lot: 83 Block:

You will now have a list of results. You can sort the results in ascending/descending order by clicking the header label of any column you'd like sorted. To open an image, click on the "Instrument#".

#	Instrument #	Book	Page	Reception Date	Entry Date	Document Type	Grantor	More	Grantee	More	Legal Description	Status	Image
1	3435175			11/13/2006	11/13/2006	SATISFACTION OF MORTGAGE ET AL	CITIZENS BANK OF MUKWONAGO		WOOD WILLIAM W		VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT 93	S	Image
2	3425452			10/06/2006	10/06/2006	MORTGAGE - BANK	STELTER CURTIS S	+	TCF NATIONAL BANK		VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT 93	S	Image

You will be taken to the page below. Please note that when using the online document search, there will always be a watermark obstructing the complete view of the document. The watermark is removed upon purchase. To purchase a document select "*Save Image*" on the toolbar above the image. You will then be taken to your basket.

Home	New Search	Refine Search	View Results	View Image	Save View	Print Basket	Print Results	Print Detail	Print Image	Save Image	First Page	Prev Page	Next Page	Last Page	3435175	Help
<div style="display: flex; justify-content: space-between; align-items: center;"> General Legal Description Related Documents 3435175 </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> Document Detail <div> </div> </div> <div style="margin-top: 10px;"> <p>Instrument #: 3435175</p> <p>Multi Seq #:</p> <p>Date Filed: 11/13/2006 09:26:00 AM</p> <p>Document Type: SATISFACTION OF MORTGAGE ET AL</p> <p>Book:</p> <p>Page:</p> <p>Consideration Amount:</p> <p>Remarks:</p> <p># Pages in Image: 1</p> <p>Image: </p> <p style="text-align: center; border: 1px solid black; padding: 2px; margin: 5px 0;">Grantor Names</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>1 C CITIZENS BANK OF KUKNOWAGO</p> <p style="text-align: center; border: 1px solid black; padding: 2px; margin: 5px 0;">Grantee Names</p> <p>1 P WOOD WILLIAM</p> <p style="text-align: center; border: 1px solid black; padding: 2px; margin: 5px 0;">Returnee</p> </div> <div style="width: 50%;"> <p>Name: HERITAGE TITLE SERVICES INC</p> <p>Address: 17450 W NORTH AVE</p> <p>PO BOX: 942</p> <p>City, State, Zip: BROOKFIELD WI 53008</p> </div> </div> </div>																

When you click on “*Save Image*”, the document gets added to your basket and you’ll be taken to the “*Payment Information*” page. You will have to enter this information once per session. Click “*Update Charges*” and then click “*next*” to be taken to the “*Checkout*” page.

Requested Items:

Select?	Description	# Pages	Cost
<input checked="" type="checkbox"/>	3435175	1 Page	\$2.00

Page Subtotal: \$0.00

Update Charges

Payment Information:

Item will be placed in your shopping basket for later payment.

Delivery Information

* Name/Identifier: John Smith

Address: 1925 Bonnie Ln

City, State, Zip: Waukesha WISCONSIN 53188-

Phone: (262) 555-1234

Email: example@gmail.com

Destination:

Page Subtotal: \$0.00

Update Charges

Next >>

Once at the “*Checkout*” page you’ll be able to review the documents that you’ve added to your basket. You can leave this page to keep searching for more documents to add or remove unwanted documents from your basket here. When you’re all done searching and have confirmed that the documents in your basket are the ones you’d like to purchase, click “*Check Out*”. You will then be taken to our offsite payment processing website.

Step 1
Review Items

Step 2
Enter Payment

Step 3
Receive Items

If you are printing as opposed to downloading, please ensure your browser is capable of running the Java applet used in printing by visiting the [Browser Test](#) page.

By clicking 'Check Out' below, you will be taken to a 3rd party payment provider to enter your payment information. When that process is complete and payment notification is received, you will be returned to this site to receive your documents.

Request #	Date Added	Reference #	Item Description	# Pages	Fee	Action	Note
502546	10/29/2014 09:51 AM	3435175	Download Real Estate Image: 3435175 - Page(s) 1-1	1	\$ 2.00		Remove duplicate, free item(s) first.
502552	10/29/2014 10:00 AM	3435175	Download Real Estate Image: 3435175 - Page(s) 1-1	1	\$ 0.00	<button>Remove</button>	
Search Fee					\$ 5.00		
Total Fee: \$7.00							

Check OutEmpty Basket

Fill out the information below and then click “*Continue*” to be taken back to the document search website with a list of your purchased documents. You will now see that each document has two icons on the far right-hand side. These are the icons to use to either print or save the document on that line. We recommend that you save the documents and then print them so that you will have a digital copy in case you ever need it again.



Step 1: Select Payments

Step 2: Review and Submit

Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

Note: * Indicates a required field.

My Bills





Description
View Register of Deeds payment of \$7.00 on Account Number 22503

Cardholder Information

First Name: *	Last Name: *
<input type="text"/>	<input type="text"/>
Address Line 1: *	Address Line 2:
<input type="text"/>	<input type="text"/>
City: *	State: * <input type="text"/>
<input type="text"/>	Zip Code: * <input type="text"/>
Phone Number: *	Email Address: *
<input type="text"/>	<input type="text"/>

Payment Information

Payment Method: *

Card Number: *    

Expiration Date: * (in mm/yy format)

CVV: *
 [Where is this number?](#)

Cancel

Continue

Thank you for using our online document search website. We hope you enjoyed the experience.